

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Custodial Technician, Animal Shelter	<u>CLASS NUMBER:</u> 30001.2	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A2	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> 40hrs per week, 6:00am-9:00pm	<u>SUPERVISOR (PCN):</u> Assistant Director (070003)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Custodial Technician, Animal Shelter classification is to clean and provide custodial care of the facilities and grounds of the Franklin County Dog Shelter.

JOB DUTIES:

Sweep and mop floors using power equipment and hand tools. Clean and disinfect wards, cages, outside areas, and other designated areas and/or equipment throughout the shelter. Clean and sanitize all floors and surfaces in the shelter to include more specifically restrooms, locker and break rooms, medical and surgical suites, community room, front lobbies, all hallways, offices and rooms located in the shelter, and interior doors and windows. Empty and clean interior and exterior waste receptacles and replace liners. Replace all soap stations and paper towel receptacles. Clean exterior of light fixtures. Clean and remove debris from elevated or hanging wall items such as the tops of fire extinguishers, hand sanitizers, soap dispensers and wall hangings. Vacuum and spot clean carpeted areas. Wash, polish, or dust walls, doors, handles, partitions, sneeze guards, windowsills (top and bottom), furniture, and windows. Use specialty cleaners and equipment specific to animal shelter environments to ensure proper cleaning and disinfection.

Tasks may risk exposure to temperature/weather extremes, wetness/humidity, strong odors and/or disease/blood/body fluids (human and/or canine).

Check cleaning supply levels and work with Public Facilities Maintenance (PFM) Animal Care and Control's Building Manager when reordering is required and replenish cleaning supplies. Assist with unloading and storing custodial supplies and equipment. Keep custodial carts clean, maintained, and well stocked with supplies. Keep shelters janitor's closet neat, clean, and orderly. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; safety practices; agency policy and procedures. Skill in equipment operation. Ability to add, subtract, multiply and divide whole numbers; work alone on most tasks; demonstrate strength to lift up to 75 lbs., demonstrate strength to move objects from one location another.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High school diploma or GED with nine (9) months of custodial experience; or any equivalent combination of training and experience.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. Work setting can be noisy and smell unpleasant at times. Witness to animal and/or human bites, scratches, wounds, animal wastes and animal procedures. Possible exposure to zoonotic diseases.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date